

## Rick Hance Engineering Note

**Date:** 7/15/98

**Rev Date:**

**Project:** DZERO Upgrade

**Doc. No:** H980715A

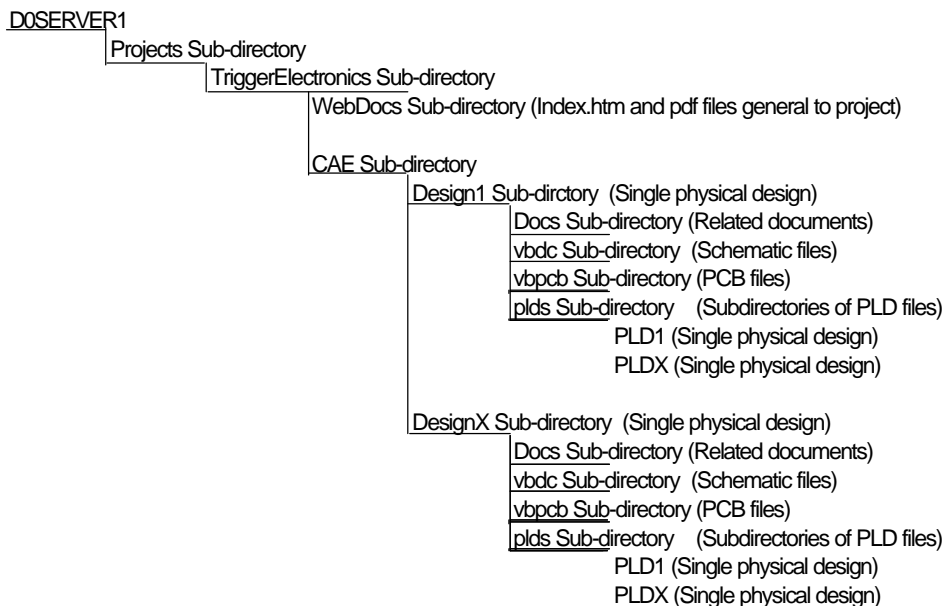
**Subject:** DZERO Trigger Upgrade Documentation Control

This note describes the “Central Project Directory” and the procedure for producing, maintaining and distributing all documentation related to the DZERO Trigger Hardware. See also R. Hance Engineering Note H950405A “Engineering Orientation for New Electronics Group Members”.

Documentation includes engineering notes, specifications, schematics, printed circuit board (PC) fabrication documents, programmable logic device (PLD) source files, and etc. Any documentation produced in support of this project shall be made available in accordance with this note.

### Central Project Directory:

- 1) A directory tree has been established on D0SERVER1 to contain all the documentation of this project. You should mount this directory as a network drive on your computer and do all of your work within the appropriate folders of this directory tree.
- 2) This directory tree will be automatically backed up each week.
- 3) A web server will make documents available over the web. You will make documents available over the web as necessary by editing the Index.htm file to point to your documents (see directory structure below).
- 4) The directory structure is as follows:



### **Producing Documentation**

- 1) Get Drawing numbers from Rick Hance as needed.
- 2) Get D0 Engineering Note numbers from the self-help index on the 5<sup>th</sup> floor (see R. Hance Engineering Note H950405A Engineering Orientation for New Electronics Group Members for more info).
- 3) Follow the guidelines in the note referenced above as to standard format for schematics.
- 4) Use any word processor, schematic entry tool, FPGA design package etc., that you choose; but store your files in the Central Project Directory, and publish them as appropriate in .pdf format.
- 5) D0 Engineering Notes and Schematic Diagrams should have a hard copy placed in “Engineering Notes” notebooks, and DZERO flat files respectively.

### **Maintaining and Distributing Documentation**

- 1) Maintain your documents in the Central Project Directory – not on your own machine. That way, the most recent copy is always available to all.
- 2) Print your documents to pdf files and make sure that Trigger\_Index.htm points to them so others won’t have to pester you for copies.
- 3) Update any hardcopies located in the D0 Engineering notes and D0 flat files whenever you feel it is appropriate ie. When significant changes have been made.